

**American Institute of Aeronautics and Astronautics**

Mr. James French  
Administrator, Standards  
1801 Alexander Bell Drive  
Reston, VA 22091-4344  
Telephone: 703-264-7570  
Fax: 703-264-7551  
E-Mail: jimf@aiaa.org  
Date of Accreditation: 7/14/88

**American Petroleum Institute**

Ms. Barbara J. Boykin  
Standards Coordinator  
1220 L Street N. W.  
Washington, DC 20005  
Telephone: 202-682-8443  
Fax: 202-682-8051  
E-Mail: boykin@api.org  
Date of Accreditation: 3/19/96

**American Society of Agricultural Engineers**

Mr. Russell H. Hahn  
Director of Standards  
2950 Niles Road  
St. Joseph, MI 49085-9659  
Telephone: 616-428-6331  
Fax: 616-429-3852  
E-Mail: hahn@asae.org  
Date of Accreditation: 10/1/81

**American Society of Heating, Refrigerating and Air-Conditioning Engineers, Inc.**

Mr. Jim Heldenbrand  
Manager of Standards  
1791 Tullie Circle, N.E.  
Atlanta, GA 30329  
Telephone: 404-636-8400  
Fax: 404-321-5478  
E-Mail: jheldenb@ashrae.org  
Date of Accreditation: 5/3/78

**American Nuclear Society**

Ms. Marilyn D. Weber  
Manager ANS Standards  
555 North Kensington Avenue  
La Grange Park, IL 60525  
Telephone: 708-579-8268  
Fax: 708-352-6464 or 0499  
E-Mail: mweber@ans.org  
Date of Accreditation: 3/14/87

**American Society for Quality Control**

Ms. Patricia A. Kopp  
Standards Administrator  
611 E. Wisconsin Avenue  
Milwaukee, WI 53201-3005  
Telephone: 800-248-1946  
Fax: 800-414-272-1734  
E-Mail: pkopp@asqc.org  
Date of Accreditation: 2/9/77

**American Society of Civil Engineers**

Mr Jim Rossberg  
Manager, Building Standards  
1801 Alexander Bell Drive  
Reston, VA 20191  
Telephone: 703-295-6196  
Fax: 703-295-6132  
E-Mail: jrossberg@asce.org  
Date of Accreditation: 4/21/86

**American Society of Mechanical Engineers**

Ms. June Ling  
Associate Executive Director  
345 East 47th Street, MS 10B  
New York, NY 10017  
Telephone: 212-705-8500  
Fax: 212-705-8501  
E-Mail: lingj@asme.org  
Date of Accreditation: 6/21/79

**American Water Works Association**

Mr. Edward Baruth  
Director, Standards and Materials Development  
Department  
6666 West Quincy Avenue  
Denver, CO 80235  
Telephone: 303-794-7711  
Fax: 303-795-1440  
E-Mail: ebaruth@awwa.org  
Date of Accreditation: 3/5/90

**American Wind Energy Association**

Mr. Thomas O. Gray  
Chair, Standards Program  
122 C Street, 4th Fl.  
Washington, DC 20001  
Telephone: 202-383-2500  
Fax: 202-383-2505  
E-Mail: tomgray@econet.org  
Date of Accreditation: 1/10/95

**Association for the Advancement of  
Medical Instrumentation**

Ms. Theresa Zuraski  
V.P.Stds.  
3330 Washington Blvd, Suite 400  
Arlington, VA 22201-4598  
Telephone: 703-525-4890, Ext.209  
Fax: 703-276-0793  
E-Mail: theresa\_zuraski@aami.com  
Date of Accreditation: 7/22/77

**ASTM**

Mr. Ken Pearson  
Vice President  
100 Barr Harbor Drive  
West Conshohocken, PA 19428-2959  
Telephone: 610-832-9672  
Fax: 610-832-9666  
E-Mail: kpearson@astm.org  
Date of Accreditation: 5/8/95

**American Welding Society**

Mr. Charles Fassinger  
Managing Director, Technical Services  
550 NW LeJeune Road  
Miami, FL 33126  
Telephone: 305-443-9353  
Fax: 305-443-5951  
E-Mail: chuck@awsparc.amweld.org  
Date of Accreditation: 11/1/91

**Association for Information and Image  
Management**

Ms. Marilyn Wright  
Manager  
1100 Wayne Avenue, Suite 1100  
Silver Spring, MD 20910  
Telephone: 301-587-8202  
Fax: 301-587-2711  
E-Mail: mwright@aiim.mo.md.us  
Date of Accreditation: 3/15/85

**Association of Records Managers and  
Administrators**

Ms. Diane Carlisle  
Director, Publications & Technical Services  
4200 Somerset Drive, Suite 215  
Prarie Village, KS 66208  
Telephone: 913-341-3808  
Fax: 913-341-3742  
E-Mail: dcarlisl@unicom.net  
Date of Accreditation: 8/25/86

**Automated Imaging Association**

Mr. Jeff Fryman, Jr.  
Manager, Standards Development  
P.O. Box 3724  
900 Victor's Way, Suite 200  
Ann Arbor, Michigan 48106-7479  
Telephone: 313-994-6088  
Fax: 313-994-3338  
E-Mail:  
Date of Accreditation: 6/20/92

**Automatic Identification Manufacturers**

Mr. Steve Halliday  
Vice President of Technology  
634 Alpha Drive  
Pittsburgh, PA 15238-2802  
Telephone: 412-963-8588  
Fax: 412-963-8753  
E-Mail: steve.halliday@aimusa.org  
Date of Accreditation: 5/14/96

**Council of American Building Officials**

Mr. Richard Kuchnicki  
Executive Director  
5203 Leesburg Pike, Suite 708  
Falls Church, VA 220413401  
Telephone: 703-931-4533  
Fax: 703-379-1546  
E-Mail:  
Date of Accreditation: 10/19/79

**ESD Association, Inc.**

Mr. David E. Swenson  
Sr. Vice President  
7902 Turin Road, Suite 4  
Rome, NY 13440-2069  
Telephone: 315-339-6937  
Fax: 315-339-6793  
E-Mail: deswenson@mmm.com  
Date of Accreditation: 1/30/92

**Health Level Seven**

Ms. Karen VanHentenryck  
Director, Technical Publications  
3300 Washtenaw Avenue, Suite 227  
Ann Arbor, MI 48104-4250  
Telephone: 313-677-7777  
Fax: 313-677-6622  
E-Mail: karenvan@hl7.org  
Date of Accreditation: 6/12/94

**Consortium for Advanced Manufacturing International**

Mr. Bailey H. Squier  
Dir. CIM Stds Technology  
3301 Airport Freeway, Suite 324  
Bedford, TX 76021  
Telephone: 817-860-1654  
Fax: 817-275-6540  
E-Mail: bsquier@cam\_i.com  
Date of Accreditation: 2/18/93

**Electronics Industries Association**

Mr. Jean-Paul Emard  
Vice President, Standards & Technology  
2500 Wilson Blvd. Suite 400  
Arlington, VA 22201  
Telephone: 703-907-7518  
Fax: 703-907-7501  
E-Mail: jpemard@eia.org  
Date of Accreditation: 5/1/84

**Health Industry Business Communications Council**

Mr. Robert Hankin  
President  
5110 N. 40th Street, Suite 250  
Phoenix, AZ 85018  
Telephone: 602-381-1091  
Fax: 602-381-1093  
E-Mail: rhankin@hibcc.org  
Date of Accreditation: 7/11/95

**Illuminating Engineering Society of North America**

Ms. Rita Harrold  
Dir. of Educational & Technical Dvlpmnt  
120 Wall Street, 17th Floor  
New York, NY 10005  
Telephone: 212-248-5000  
Fax: 212-248-5017  
E-Mail: rharrold@ix.netcom.com  
Date of Accreditation: 4/19/79

**Institute for Interconnecting and  
Packaging Electronic Circuits**

Mr. David W. Bergman  
Technical Director  
2215 Sanders Road  
Northbrook, IL 60062-6135  
Telephone: 847-509-9700, ext. 340  
Fax: 847-509-9798  
E-Mail: bergda@ipc.org  
Date of Accreditation: 2/18/91

**InterNational Electrical Testing Association**

Dr. Mary Jordan  
Executive Director  
106 Stone Street  
P.O. Box 687  
Morrison, CO 80465  
Telephone: 303-697-8441  
Fax: 303-697-8431  
E-Mail:  
Date of Accreditation: 7/8/96

**Joint Committee on Standards for  
Educational Evaluation**

Dr. James Sanders  
Chair, JCSEE  
The Evaluation Center  
Western Michigan University  
Kalamazoo, MI 49008  
Telephone: 616-387-5895  
Fax: 616-387-5923  
E-Mail: james.sanders@wmich.edu  
Date of Accreditation: 2/1/89

**National Board of Boiler and Pressure  
Vessel Inspectors**

Mr. Kevin Ennis  
Senior Staff Engineer  
1055 Crupper Avenue  
Columbus, OH 43229-1183  
Telephone: 614-888-8320  
Fax: 614-847-1828  
E-Mail:  
Date of Accreditation: 1/8/92

**Institute of Electrical and Electronics  
Engineers**

Ms. Terry de Courcelle  
Manager, Standards Board Support  
445 Hoes Lane  
Piscataway, NJ 88551331  
Telephone: 908-562-3807  
Fax: 908-562-1571  
E-Mail: t.decourcelle@ieee.org  
Date of Accreditation: 9/21/82

**ISA**

Ms. Lois M. Ferson  
Manager of Standards Services  
67 Alexander Drive  
Research Triangle Park, NC 27709  
Telephone: 919-390-9227  
Fax: 919-549-8288  
E-Mail: lferson@isa.org  
Date of Accreditation: 9/10/87

**National Association of Photographic  
Manufacturers**

Mr. John Gignac  
Director-Standards & Technology  
550 Mamaroneck Ave, Suite 307  
Harrison, NY 10528  
Telephone: 914-698-7603  
Fax: 914-698-7609  
E-Mail: natlstds@aol.com  
Date of Accreditation: 1/8/92

**National Committee for Clinical Laboratory  
Standards**

Mr. John J. Zlockie  
Sr. Assistant Executive Director  
940 West Valley Road, Suite 1400  
Wayne, PA 19087  
Telephone: 610-688-0100  
Fax: 610-688-0700  
E-Mail: exoffice@nccls.org  
Date of Accreditation: 6/10/94

### **National Conference of States on Building Codes and Standards**

Mr. Eric Leatherby  
Project Engineer  
505 Huntmar Park Drive, Suite 210  
Herndon, VA 22070  
Telephone: 703-437-0100  
Fax: 703-481-3596  
E-Mail:  
Date of Accreditation: 1/12/87

### **National Council for Prescription Drug Programs**

Ms. Lee Ann Stember  
President  
4201 North 24th Street, Suite 365  
Phoenix, AZ 85016  
Telephone: 602-957-9105  
Fax: 602-955-0749  
E-Mail:  
Date of Accreditation: 7/8/96

### **National Fire Protection Association**

Ms. Leona Nisbet  
Director, Standards Administration  
One Batterymarch Park  
Quincy, MA 2269  
Telephone: 617-984-7245  
Fax: 617-770-3500  
E-Mail: [lnisbet@nfpa.org](mailto:lnisbet@nfpa.org)  
Date of Accreditation: 10/29/81

### **National Information Standards Organization**

Ms. Patricia Harris  
Executive Director  
4733 Bethesda Avenue, Suite 300  
Bethesda, MD 20814  
Telephone: 301-654-2512  
Fax: 301-654-1721  
E-Mail: [pharris@cni.org](mailto:pharris@cni.org)  
Date of Accreditation: 7/9/87

### **NSF International**

Ms. Andrea Jensen  
Senior Director, Standards  
P.O. Box 130140  
3475 Plymouth Road  
Ann Arbor, MI 481330140  
Telephone: 313-769-8010  
Fax: 313-769-0109  
E-Mail:  
Date of Accreditation: 3/15/95

### **RESNA**

Mr. Peter Axelson  
Beneficial Designs  
5858 Empire Grade  
Santa Cruz, CA 95060  
Telephone: 408-429-8447  
Fax: 408-423-8450  
E-Mail: [pax@netcom.com](mailto:pax@netcom.com)  
Date of Accreditation: 3/28/89

### **Robotics Industries Association**

Mr. Jeff Fryman, Jr.  
Manager, Standards Development  
P. O. Box 3724  
900 Victor's Way, Suite 200  
Ann Arbor, MI 48106-7479  
Telephone: 313-994-6088  
Fax: 313-994-3338  
E-Mail: [ria@robotics.org](mailto:ria@robotics.org)  
Date of Accreditation: 6/20/92

### **Society of Automotive Engineers**

Mr. David du Bois  
400 Commonwealth Avenue  
Warrendale, PA 15096-0001  
Telephone: 412-776-4841  
Fax: 412-  
E-Mail:  
Date of Accreditation: 10/3/90

### **Society of Cable Telecommunications Engineers**

Mr. Ted Woo  
Director of Standards  
140 Phillips Road  
Exton, PA 19341  
Telephone: 610-363-6888  
Fax: 610-363-7133  
E-Mail: ted.woo@scte.org  
Date of Accreditation: 8/3/95

### **Society of Motion Picture and Television Engineers**

Mr. Carlos V. Girod  
Director of Engineering  
595 West Hartsdale Avenue  
White Plains, NY 10607-1824  
Telephone: 914-761-1100  
Fax: 914-761-3115  
E-Mail: cgirod@smpte.org  
Date of Accreditation: 7/25/84

### **Standards Engineering Society**

Mr. Donald Kear  
Executive Director  
1706 Darst Avenue  
Dayton, OH 454033104  
Telephone: -  
Fax: -  
E-Mail:  
Date of Accreditation: 3/16/93

### **Telecommunications Industry Association**

Mr. Dan Bart  
Vice President, Standards and Technology  
2500 Wilson Blvd. Suite 300  
Arlington, VA 22201  
Telephone: 703-907-7703  
Fax: 703-907-7727  
E-Mail: dbart@tia.eia.org  
Date of Accreditation: 1/30/92

### **Truss Plate Institute**

Mr. Charles Goehring  
Managing Director  
583 D'Onofrio Dr., Suite 200  
Madison, WI 53719  
Telephone: 608-833-5900  
Fax: 608-833-4360  
E-Mail:  
Date of Accreditation: 7/9/92

### **U.S. Product Data Association**

Mr. Charles W. Stark  
Program Director  
Trident Research Center  
5300 International Boulevard, Suite 204  
North Charleston, SC 29418  
Telephone: 803-760-3293  
Fax: 803-760-3349  
E-Mail: uspro@scra.org  
Date of Accreditation: 6/11/92

### **Underwriters Laboratories**

Mr. Frank A. Bruttonesso  
333 Pfingsten Road  
Northbrook, IL 60062  
Telephone: 708-272-8800 ext.2968  
Fax: 708-  
E-Mail:  
Date of Accreditation: 11/18/76

### **Uniform Code Council**

Mr. Stephen A. Brown  
Vice President  
424 South Washington Street  
Alexandria, VA 22314  
Telephone: 703-684-1424  
Fax: 703-684-1426  
E-Mail: thvr78a@prodigy.com  
Date of Accreditation: 2/28/94

## **Water Quality Association**

Mr. Joseph F. Harrison

Technical Director

4151 Naperville Road

Lisle, IL 60532

Telephone: 630-505-0160

Fax: 630-505-9637

E-Mail:

Date of Accreditation: 6/18/93

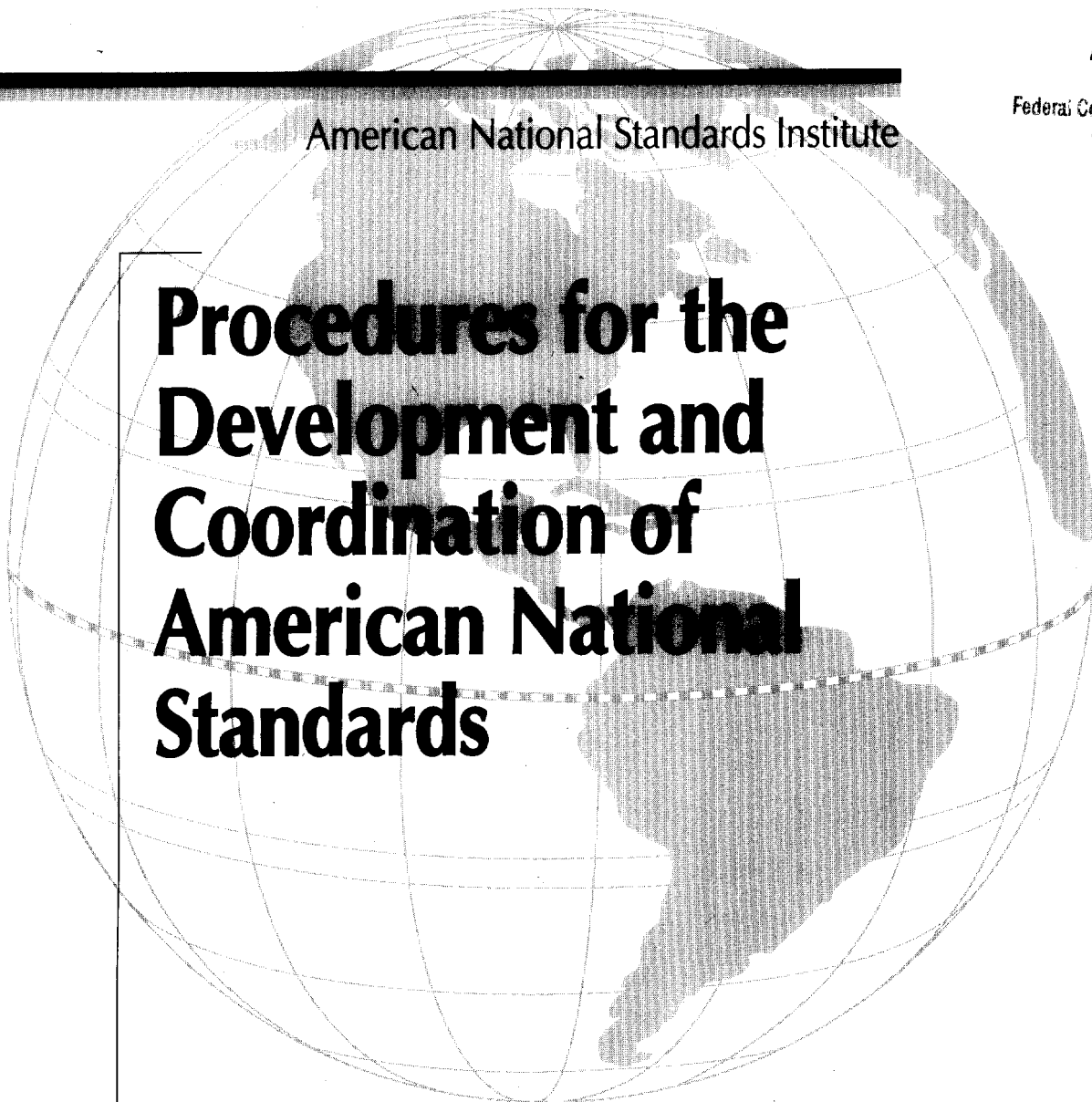


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# **Procedures for the Development and Coordination of American National Standards**

Approved by the ANSI Board of Directors,  
March 22, 1995

**American National Standards Institute  
Procedures for the Development  
and Coordination of  
American National Standards**

**Approved by the ANSI Board of Directors,  
March 22, 1995**

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## Foreword

The voluntary standards system in the United States consists of a large number of standards developers that write and maintain one or more national standards. Among them are professional societies, trade associations, and other organizations. Thousands of individuals, companies, other organizations (e.g., labor, consumer, and industrial), and government agencies voluntarily contribute their knowledge, talent, and effort to standards development.

Many standards developers and participants support the American National Standards Institute (ANSI) as the central body responsible for the identification of a single, consistent set of voluntary standards called American National Standards. ANSI approval of these standards is intended to verify that the principles of openness and due process have been followed in the approval procedure and that a consensus of those directly and materially affected by the standards has been achieved. ANSI coordination is intended to assist the voluntary system to ensure that national standards needs are identified and met with a set of standards that are without conflict or unnecessary duplication in their requirements.

ANSI is the U.S. member of nontreaty international standards organizations such as the International Organization for

Standardization (ISO), the International Electrotechnical Commission (IEC) through the United States National Committee, the Pacific Area Standards Congress (PASC), and the Pan American Standards Commission (COPANT). As such, ANSI coordinates the activities involved in U.S. participation in these groups.

The National Policy on Standards for the United States and ANSI's plan for its implementation, as well as experience gained from the application of the previous edition of the ANSI Procedures for Management and Coordination of American National Standards (December 5, 1974, Revised March 31, 1977), contributed to the development of these procedures that provide criteria, requirements, and guidelines for coordinating and developing consensus for American National Standards.

The Procedures for the Development and Coordination of American National Standards were approved by the Board of Directors of the American National Standards Institute on March 26, 1982. A subsequent revision of the provisions on interpretations of American National Standards was approved by the Board of Directors on March 30, 1983. A further revision was approved by the Board of Directors on September 9, 1987, and provided updated references, refinement of the canvass procedures, and the addition of new information pertaining to Standards Planning Panels, Standards Advisors, draft standards for trial use, substantive changes, and commercial terms and conditions.

The revision approved by the Board of Directors on September 9, 1993 added four new Annexes, "Policy on Reaffirmation of American National Standards", "The Three Methods of Consensus", "Procedures for the Synchronization of the National and International Standards Review and Approval Processes" and the "Metric Policy." It also incorporated a number of clarifications.

This revision was initiated as a result of the review by the Blue Ribbon Panel of the American National Standards Board of Directors. This review identified a number of areas, particularly with respect to the criteria for approval and the appeals process, where revisions would more accurately and more appropriately reflect the role of the Institute. The ability to grant authority to qualified accredited standards developers to apply the American National Standard designation without Board of Standards Review approval was also proposed by the Blue Ribbon Panel. These revisions were subject to public review, review by the Executive Standards Council and the Board of Standards Review and were approved by the Board of Directors on March 22, 1995. The availability of the ability to apply the ANS designation without BSR review is not intended to replace the current three methods of accreditation. In addition, standards developers who have been granted this ability may still submit standards for approval by the BSR.

# **American National Standards Institute Procedures for the Development and Coordination of American National Standards**

## **1 Due process and criteria for approval and withdrawal of American National Standards**

### **1.1 Applicability**

These requirements apply to activities related to the development of consensus for approval, revision, reaffirmation, and withdrawal of American National Standards.

### **1.2 Due process requirements**

Due process means that any person (organization, company, government agency, individual, etc.) with a direct and material interest has a right to participate by: a) expressing a position and its basis, b) having that position considered, and c) appealing if adversely affected. Due process allows for equity and fair play. The following constitute the minimum acceptable due process requirements for the development of consensus.

#### **1.2.1 Openness**

Participation shall be open to all persons who are directly and materially affected by the activity in question. There shall be no undue financial barriers to participation. Participation shall not be conditional upon membership in any organization, nor unreasonably restricted on the basis of technical qualifications or other such requirements.

Timely and adequate notice of any action to create, revise, reaffirm, or withdraw a standard, and the establishment of a new consensus-developing group or canvass list shall be provided to all known directly and materially affected interests. Notice should include a clear and meaningful description of the purpose of the proposed activity and shall identify a readily available source for further information.

#### **1.2.2 Balance**

The standards development process should have a balance of interests and shall not be dominated by any single interest category.

Dominance means a position or exercise of dominant authority, leadership, or influence by reason of superior leverage, strength, or representation to the exclusion of fair and equitable consideration of other viewpoints. The requirement implicit in the phrase "shall not be dominated by any single interest category" normally will be satisfied by the historical criteria for balance; that is a) no single interest category constitutes more than one-third of the membership of a committee dealing with safety or b) no single interest category constitutes a majority of the membership of a committee dealing with product standards.

Unless it is claimed by a directly and materially affected person that a single interest category dominated the standards development process, no test for dominance is required.

#### **1.2.3 Interest categories**

The interest categories appropriate to the development of consensus in any given standards activity are a function of the nature of the standards being developed. In defining the interest categories appropriate to a standards activity, consideration shall be given to at least the following:

- a) producer;
- b) user;
- c) general interest.

Where appropriate, more detailed subdivisions should be considered.<sup>1)</sup>

Appropriate, representative user views shall be actively sought and fully considered in stan-

<sup>1)</sup>Further subdivisions that may be used to categorize directly and materially affected persons consist of, but are not limited to, the following:

a) Consumer; b) Directly affected public; c) Distributor and retailer; d) Industrial/commercial; e) Insurance; f) Labor; g) Manufacturer; h) Professional society; i) Regulatory agency; j) Testing laboratory; k) Trade association.

dards activities. Whenever possible, user participants shall be those with the requisite technical knowledge, but other users may also participate. User participation should come from both individuals and representatives of organized groups. There are several user categories.

#### **1.2.3.1 User-consumer**

Where the standards activity in question deals with a consumer product, such as lawn mowers or aerosol sprays, an appropriate consumer participant's view is considered to be synonymous with that of the individual user – a person using goods and services rather than producing or selling them.

#### **1.2.3.2 User-industrial**

Where the standards activity in question deals with an industrial product, such as steel or insulation used in transformers, an appropriate user participant is the industrial user of the product.

#### **1.2.3.3 User-government**

Where the standards activity in question is likely to result in a standard that may become the basis for government agency procurement, an appropriate user participant is the representative of that government agency.

#### **1.2.3.4 User-labor**

Where the standards activity in question deals with subjects of special interest to the American worker, such as products used in the workplace, an appropriate user participant is a representative of labor.

#### **1.2.4 Written procedures**

Written procedures shall govern the methods used for standards development and shall be available to any interested person.

#### **1.2.5 Appeals**

The written procedures shall contain an identifiable, realistic, and readily available appeals mechanism for the impartial handling of substantive and procedural complaints regarding any action or inaction (see clause 6).

#### **1.2.6 Notification of standards development**

Notification of standards activity shall be announced in suitable media as appropriate to demonstrate provision of opportunity for par-

ticipation by all directly and materially affected persons. At the initiation of a project to develop, revise, reaffirm, or withdraw an American National Standard, notification shall be transmitted to ANSI under the Standards Activities Tracking System, using the Project Initiation Notification System (PINS) form, for listing in *Standards Action*. In addition, proposals for new American National Standards and proposals to revise, reaffirm, or withdraw approval of existing American National Standards shall be transmitted to ANSI for listing in *Standards Action* in order to provide a opportunity for public comment. The comment period shall be a minimum of sixty days, unless the full text of the revision(s) can be published in *Standards Action*, in which case the comment period may be a minimum of thirty days. The same comment periods shall apply wherever listing for comment in *Standards Action* is required by these procedures. Such listing may be requested at any stage in the development of the proposal, at the option of the standards developer, and may be concurrent with final balloting. However, any substantive change (see 1.2.9) subsequently made in a proposed American National Standard requires listing of the change in *Standards Action*.

#### **1.2.7 Consideration of views and objections**

Prompt consideration shall be given to the written views and objections of all participants, including those commenting on the listing in *Standards Action*. An effort to resolve all expressed objections shall be made, and each objector shall be advised of the disposition of the objection and the reasons therefor.

When this process is completed in accordance with the written procedures of the standards developer, the standards developer may consider any comments received subsequent to the closing of the public review and comment period, or shall consider them at the next review.

Unresolved objections and any substantive change (see 1.2.9) made in a proposed American National Standard shall be reported to the consensus-developing group or canvass list in order to afford all members or canvasees an opportunity to respond, reaffirm, or change their vote.

### **1.2.8 International standards**

Developers of American National Standards shall take international standards into consideration and shall, if appropriate, base their standards on international standards.

USA Technical Advisory Groups (USA TAGs) exist for most standards projects for which the United States has evidenced substantial interest. These groups may be contacted for information and advice through their administrators, who are on record at ANSI.

The reasons for not basing an American National Standard on an international standard include, but are not limited to, the following:

- a) national security requirements;
- b) the prevention of deceptive practices;
- c) the protection of human health or safety, animal or plant life or health, or the environment;
- d) fundamental climatic or other geographic factors;
- e) fundamental technological problems.

### **1.2.9 Substantive change**

A substantive change in a proposed American National Standard is one that directly and materially affects the use of the standard. Examples of substantive changes are below:

- a) "shall" to "should" or "should" to "shall";
- b) addition, deletion or revision of requirements, regardless of the number of changes;
- c) addition of mandatory compliance with referenced standards.

### **1.2.10 Commercial terms and conditions**

Provisions involving business relations between buyer and seller such as guarantees, warranties, and other commercial terms and conditions shall not be included in an American National Standard. This is not interpreted to exclude provisions concerning the determination of conformity with a standard when based on engineering and technical considerations.

### **1.2.11 ANSI patent policy**

Inclusion of patents in American National Standards. There is no objection in principle

to drafting a proposed American National Standard in terms that include the use of a patented item, if it is considered that technical reasons justify this approach.

If the Institute receives a notice that a proposed American National Standard may require the use of a patented invention, the procedures in 1.2.11.1 through 1.2.11.4 shall be followed.

#### **1.2.11.1 Statement from patent holder**

Prior to approval of such a proposed American National Standard, the Institute shall receive from the patent holder (in a form approved by the Institute) either: assurance in the form of a general disclaimer to the effect that the patentee does not hold and does not anticipate holding any invention the use of which would be required for compliance with the proposed American National Standard or assurance that:

- a) a license will be made available without compensation to the applicants desiring to utilize the license for the purpose of implementing the standard; or
- b) a license will be made available to applicants under reasonable terms and conditions that are demonstrably free of any unfair discrimination.

The terms and conditions of any license shall be submitted to ANSI for review by its counsel, together with a statement of the number of independent licensees, if any, which have accepted or indicated their acceptance of terms and conditions of the license.

#### **1.2.11.2 Record of statement**

A record of the patent holder's statement (and a statement of the basis for considering such terms and conditions free of any unfair discrimination) shall be placed and retained in the files of the Institute.

#### **1.2.11.3 Notice**

When the Institute receives from a patent holder the assurance set forth in 1.2.11.1 a) or b), the standard shall include a note as follows:

NOTE – The user's attention is called to the possibility that compliance with this standard may require use of an invention covered by patent rights.

By publication of this standard, no position is taken with respect to the validity of this claim or of any patent rights in connection therewith. The patent holder has, however, filed a statement of willingness to grant a license under these rights on reasonable and nondiscriminatory terms and conditions to applicants desiring to obtain such a license. Details may be obtained from the publisher.

#### **1.2.11.4 Responsibility for identifying patents**

The Institute shall not be responsible for identifying all patents for which a license may be required by an American National Standard or for conducting inquiries into the legal validity or scope of those patents that are brought to its attention.

#### **1.2.12 Consideration of standards proposals**

Prompt consideration shall be given to proposals made for developing new standards, or revising or withdrawing existing American National Standards.

#### **1.2.13 Records**

Records shall be prepared and maintained to provide evidence of compliance with these procedures. Records shall be retained for a period of time after the adoption, reaffirmation, or withdrawal of an American National Standard as specified by the standards developer.

### **1.3 Criteria for approval and withdrawal of American National Standards**

A standard developed by an accredited standards developer may be approved as an American National Standard in accordance with either 1.3.1 (Approval by the Board of Standards Review), or 1.3.2 (Approval without BSR review). In either case, the due process and consensus criteria outlined in clause 1 of these procedures shall apply. In addition, approval assures the user that each American National Standard is generally acceptable to the directly and materially affected interest categories that participated in the development of consensus for the standard.

"Consensus" means substantial agreement has been reached by directly and materially affected interest categories. This signifies the concurrence of more than a simple majority, but not necessarily unanimity. Consensus requires that all views and objections be considered, and that an effort be made toward

their resolution.

#### **1.3.1 Approval by the Board of Standards Review**

Approval and withdrawal of an American National Standard by the ANSI Board of Standards Review (BSR) requires verification that the requirements set forth below have been met. The BSR also acts on the revision, reaffirmation or withdrawal of an existing American National Standard.

##### **1.3.1.1 Criteria for approval**

With respect to any proposal to approve, revise, or reaffirm an American National Standard, the BSR shall evaluate whether:

- a) the standard was developed in accordance with the procedures upon which the developer was granted accreditation, with particular attention given to whether due process was followed, consensus was achieved, and an effort was made to resolve any objections to the standard;
- b) any appeal to the standards developer with respect to the standard was completed;
- c) notice of the development process for the standard was provided to ANSI in accordance with PINS or its equivalent;
- d) any identified significant conflict with another American National Standard was resolved;
- e) other known national standards were examined with regard to harmonization and duplication of content;
- f) the proposed American National Standard was provided to the administrator(s) of the appropriate USA TAG (see 1.2.8);
- g) ANSI's patent policy is met (see 1.2.11), if applicable;
- h) ANSI's policy on commercial terms and conditions is met (see 1.2.10), if applicable.

If the BSR determines, based on the weight of the evidence presented, that the above-stated criteria have been satisfied, the standard shall be approved as an American National Standard. The BSR shall deny approval, if, based on the weight of the evidence presented, the BSR determines that the American National Standard:

- a) is contrary to the public interest;

- b) contains unfair provisions;
- c) is unsuitable for national use;
- d) has a conflict with an existing American National Standard.<sup>2)</sup>

Standards approved as American National Standards shall be designated, published, and maintained in accordance with clause 4. No substantive change (see 1.2.9) that has not been afforded due process in accordance with these procedures may be made in an approved American National Standard.

The BSR shall not approve standards that duplicate existing American National Standards unless there is a compelling need (see 3.6).

#### **1.3.1.2 Criteria for reaffirmation**

The due process and consensus requirements contained in 1.2 apply to reaffirmations as they do to all approval actions related to American National Standards. The procedures used for reaffirmation of an American National Standard by an accredited standards developer shall be implemented according to the developer's ANSI-approved procedures. Reaffirmations shall provide an opportunity for public comment.

Reaffirmations shall be accomplished without any substantive change to the main text of the standard. All non-substantive changes in the main text of the standard shall be explained, or noted, in a foreword. An American National Standard undergoing an update of references to standards necessary to implement the American National Standard, or substantive changes, shall be processed as a revision.

In the case of a proposal for reaffirmation of an existing American National Standard, the BSR shall consider evidence that the criteria above have been met.

Subclause 4.1 requires that the date of approval of an American National Standard shall be included in the standard, preferably on the cover. For reaffirmation, the date of ANSI reaffirmation shall be included in the standard along with the date of the original ANSI approval. The designation of ANSI approval shall clearly indicate if the approval is a reaffirmation.

#### **1.3.1.3 Criteria for withdrawal**

In accordance with clause 4.4 of these procedures, an American National Standard shall be automatically withdrawn five years following approval, unless an extension has been granted by ANSI. An American National Standard may also be withdrawn at the request of its accredited standards developer provided that the developer complied with its own procedures in making this request.

An application for withdrawal of an American National Standard may also be submitted by any materially interested party, provided that the request shall first have been presented to, and finally resolved by, the accredited standards developer that submitted the standard. Accordingly, such requests shall be considered by the BSR only upon a showing that one or more of the following conditions apply:

- a) a significant conflict with another American National Standard remains;
- b) ANSI's patent policy was violated (see 1.2.11);
- c) ANSI's requirements for designation, publication, and maintenance were violated;
- d) an American National Standard is contrary to the public interest;
- e) an American National Standard contains unfair provisions;
- f) an American National Standard is unsuitable for national use.

If the BSR determines, based on the weight of the evidence presented, that one or more of the above-stated criteria have been satisfied, approval of the standard as an American National Standard shall be withdrawn.

#### **1.3.1.4 Final notice**

Notice of the BSR's final action on all standards shall be published in *Standards Action*.

### **1.3.2 Approval without BSR review**

#### **1.3.2.1 Introduction**

A voluntary consensus standards developer who has been accredited by ANSI and who has demonstrated a "consistent record of successful

<sup>2)</sup>As used here, the term "conflict" refers to a situation where, viewed from the perspective of an implementor, the terms of one standard are inconsistent with the terms of another standard such that implementation of one standard necessarily would preclude proper implementation of the other standard in accordance with its terms.

voluntary standards development" may apply to ANSI at any time seeking the authority to designate its standards as American National Standards without approval by the BSR.

#### **1.3.2.2 Application**

The applicant shall provide the information specified in a form developed by ANSI for this purpose. A notice announcing the application shall be published in *Standards Action* with a call for comment. Simultaneously, an initial audit of the applicant shall be scheduled, in accordance with the *ANSI Auditing System and Procedures*. At the conclusion of these actions, the application, the audit results and all additional relevant documentation shall be reviewed by the BSR which will make a recommendation concerning the disposition of the application. Following the BSR review, the Executive Standards Council (ExSC) shall consider the BSR recommendation, the information supplied by the applicant, any comments and responses received, and the initial audit responses. In making a decision on such an application, the ExSC may request any additional information reasonably necessary to clarify issues raised by the application. Thereafter, ANSI shall either approve the application as submitted, approve the application contingent on receipt of certain additional assurances, or deny the application. Any decision to deny the application may thereafter be appealed by the applicant to the ANSI Appeals Board. When an application has been finally approved by ANSI, a notice so indicating shall be made in *Standards Action*.

#### **1.3.2.3 Criteria for approval**

In determining whether an accredited standards developer has achieved a "consistent record of successful voluntary standards development," ANSI shall consider all evidence reasonably bearing on the issue, including the extent of the notice provided by the applicant concerning its development activities and the integrity of the other due process safeguards used by the applicant in conducting its work. A presumption shall exist that this test has been satisfied where a) the developer has been involved in voluntary standards development work for at least five (5) years, b) during that period, the BSR has approved at least ten of the developer's standards or if ten standards have not been approved, standard(s) totally at least 100 pages

and c) no standard submitted by the developer during the five (5)- year period was finally denied American National Standard status by ANSI due to a failure to adhere to the principles and procedures upon which the developer's accreditation was based. The inability of an applicant to make use of this presumption shall in no way preclude consideration of its application based on all the relevant evidence.

Upon a final decision to grant an accredited developer's application, the developer shall enter into a written agreement with ANSI, which shall include commitments by the developer to meet the requirements listed below. The agreement shall be for a term of no longer than two (2) years. Any additional terms included in the agreement may be modified as circumstances require with the prior approval of ANSI's President (as long as such additional term(s) do not conflict with any of ANSI's procedures and policies) and the developer.

The developer shall:

- a) retain membership in ANSI and pay dues to ANSI in accordance with the policies established by ANSI's Board of Directors;
- b) conduct its activities at all times in conformity with the criteria upon which it was accredited;
- c) submit to audits of its operations by ANSI to demonstrate compliance with terms of the delegation and pay the fees associated therewith (see the *ANSI Auditing Policy and Procedures* for further details on the audit requirements);
- d) provide information required by ANSI in connection with PINS or its equivalent, in a timely manner;
- e) promptly notify ANSI each time that a standard is designated as an American National Standard without BSR review;
- f) not designate as an American National Standard any standard if it:
  - 1) is contrary to the public interest;
  - 2) contains unfair provisions;
  - 3) is unsuitable for national use;
  - 4) has a conflict with an existing American National Standard.

If a standard is subsequently determined to have been in conflict with an existing American National Standard at the time of approval, the American National Standard designation shall be withdrawn;

g) promptly notify ANSI of any suit or claim made against the developer arising from a standard designated as an American National Standard without BSR review, and provide periodic updates sufficient to apprise ANSI of the status of any such suit or claim;

h) indemnify ANSI in connection with any suit or claim that may be made against ANSI arising from a standard designated as an American National Standard without BSR review,<sup>3)</sup> which indemnity must include a commitment to advance all reasonable attorneys' fees and expenses incurred in connection with investigating or defending any such suit or claim;<sup>4)</sup>

i) consider an American National Standards designation for all of its standards (where permitted by ANSI procedures); and

j) immediately cease to apply the ANSI designation to any standard approved after the developer has been notified by ANSI that its accreditation has been suspended and/or withdrawn.

In addition, the Agreement shall provide for termination by ANSI upon any material breach of its terms by the developer, following notice and an opportunity to cure any such breach. The developer shall have the right to appeal any such decision pursuant to ANSI's appeals procedures.

#### **1.3.2.4 Renewals**

Successive applications to renew a developer's right to designate its standards as American National Standards without BSR review may be made without limitation and shall be reviewed and decided on the same basis as an initial application, except that in connection with any renewal ANSI shall consider whether during the preceding period the developer has properly fulfilled its obligations as set forth above.

<sup>3)</sup> The sufficiency of the indemnity will be evaluated on a case-by-case basis in light of the assets of the applicant. ANSI reserves the right to deny approval to any applicant should ANSI determine an offer of indemnity to be insufficient.

<sup>4)</sup> It is understood that, absent a conflict of interest, the developer may designate its own attorneys as the attorneys for ANSI as well.

#### **1.3.2.5 Requirements**

With respect to submitting American National Standards to ANSI without BSR approval, the qualified applicant shall agree to provide the following:

a) title and designation of the American National Standard;

b) indication of the type of action (that is, approval of a new American National Standard or reaffirmation, revision, or withdrawal of an existing American National Standard);

c) two copies of the final American National Standard;

d) identification of the accredited method used and declaration that applicable procedures were followed;

e) a declaration that the standard is within the scope of the previously registered standards activity;

f) a declaration that other known national standards have been examined with regard to harmonization and duplication of content;

g) a declaration that no significant conflicts with another known American National Standard have been identified;

h) a statement that the American National Standard has been provided to the administrator(s) of the appropriate TAG(s) (see 1.2.8);

i) a declaration that all appeal actions related to the approval of the proposed standard have been completed;

j) a declaration that the criteria contained in the ANSI patent policy have been met, if applicable;

k) approval date of the American National Standard.

## **2 Accreditation of American National Standards developers**

### **2.1 General**

A standards developer whose procedures meet the requirements of due process and criteria for approval and withdrawal of American National Standards in clause 1 may apply to ANSI for accreditation. To be accredited, the standards developer's procedures and practices for standards development shall meet the criteria for accreditation in 2.2. A standards developer may be accredited to use one or more recognized methods of developing evidence of consensus - Accredited Organization Method, Accredited Standards Committee Method, and Accredited Sponsor using Canvass Method. The standards developer may prepare and submit original procedures, may adopt the model procedures (see annex A), or may use the canvass procedures (see annex B).

### **2.2 Criteria for accreditation**

Accreditation shall be based on compliance with the following criteria:

a) the operating procedures used for the development of evidence of consensus for approval, revision, reaffirmation, or withdrawal of standards as American National Standards shall conform to the due process requirements of 1.2;

b) with respect to American National Standards or candidates therefor, the applicant shall agree to:

- 1) provide continuity of administrative oversight and support of its standards activities;

- 2) provide for designation, publication, and maintenance of the standard(s) produced (see part 4);

- 3) provide for an appeals mechanism;

- 4) cooperate with ANSI in standards planning and coordination activities of mutual interest;

- 5) advise ANSI of the initiation and scope of new standards activities expected to result in candidate American National Standards;

- 6) advise ANSI of the initiation of activities related to revision, reaffirmation, or

withdrawal of American National Standards;

- 7) consider applicable international standards (see 1.2.8);

- c) as appropriate to the extent to which the applicant is involved with standardization, the applicant shall consider participation in international standards activities through ANSI;

- d) with respect to submitting proposed American National Standards to ANSI for BSR approval, the applicant shall agree to provide the following:

- 1) title and designation of the proposed American National Standard;

- 2) indication of the type of action requested (that is, approval of a new American National Standard or reaffirmation, revision, or withdrawal of an existing American National Standard);

- 3) two copies of the final proposed American National Standard;

- 4) identification of the accredited method used and declaration that applicable procedures were followed;

- 5) a declaration that the proposed standard is within the scope of the previously registered standards activity;

- 6) a declaration that other known national standards have been examined with regard to harmonization and duplication of content;

- 7) a declaration that no significant conflicts with another known American National standard have been identified;

- 8) a statement that the proposed American National Standard has been provided to the administrator(s) of the appropriate US TAG (see 1.2.8);

- 9) a summary of the voting, including abstentions and unreturned ballots in each interest category;

- 10) a declaration that all appeal actions related to the approval of the proposed standard have been completed;

- 11) a declaration that the criteria contained in the ANSI patent policy have been met, if applicable;

- 12) identification of all unresolved negative views and objections, with names of the objector(s), and a report of attempts toward resolution;
  - 13) a roster of the standards committee or canvass list;
  - 14) applicable ANSI fees for maintenance of accreditation;
- e) the applicant shall advise ANSI of its policies regarding record retention and interpretation of American National Standards.

### 2.3 Application

Application to ANSI for accreditation shall be in writing and shall include copies of the pertinent standards developing procedures and other documentation demonstrating compliance with the criteria specified in 2.2. If more than one set of standards developing procedures is used by an applicant, each procedure requires separate review for accreditation. The applicant shall submit its scope and a description of its present program of standards activities, including, as applicable, the scopes of standards committees, and a list of candidate American National Standards for designated standards board coordination (see clause 3). Also included shall be a statement concerning national and international coordination efforts.

A notice announcing the application for accreditation shall be published in *Standards Action* with a call for comment. Copies of the pertinent standards developing procedures shall be available from the applicant, upon request.

Following the comment period, the ExSC shall consider the information supplied by the applicant and any comments and responses received, including reports on coordination from the appropriate standards board(s), planning panel(s), and the BSR. The ExSC shall determine whether accreditation should be approved. The applicant must meet all of the criteria in 2.2 before accreditation can be granted. Accreditation will not normally be granted to an applicant whose candidate American National Standards clearly duplicate existing American National Standards or where sufficient evidence of need for the pro-

posed standards development activity can not be demonstrated. In the event that accreditation is not granted, the ExSC shall advise the applicant of the reasons, and the applicant shall have the opportunity to reapply. Upon accreditation, the applicant shall be notified and a notice shall appear in *Standards Action*.

### 2.4 Maintenance of accreditation

The BSR shall arrange for audits of accredited standards developers at selected intervals or at the request of the ExSC to confirm adherence to the criteria for accreditation and to confirm that the procedures and practices of the accredited standards developer continue to be consistent with those which formed the basis for accreditation. The BSR shall report its findings to the ExSC.

Accredited standards developers granted authority to designate their standards as American National Standards without BSR approval shall submit to a regular audit in accordance with 1.3.2.3.

When ANSI issues revised or additional criteria for accreditation, the accredited standards developer shall comply with them within a reasonable time period designated by the ExSC in order to maintain accreditation.

Whenever any revision is made to a standards developer's procedures on record at ANSI, the ExSC shall be notified and provided with a detailed description of the changes. If the changes are considered by the ExSC to be non-substantive, the standards developer will be notified and, upon such notification, may begin to operate under the revised procedures.

If the changes are considered by the ExSC to be substantive, notice of these changes shall appear in *Standards Action* with a call for comment. Copies of the revised procedures shall be made available by the applicant to any party, upon request.

Following the comment period, the ExSC shall consider the comments received, the latest status reports, the latest audit of the accredited standards developer, and any available additional information to determine whether to continue the accreditation. Notice of continuance shall be sent to the accredited standards developer and shall appear in *Standards Action*.